

**UNIVERSITY WELLNESS and PARKS AND RECREATION
MULTI-PURPOSE RECREATION CENTER**

Jefferson City, Missouri

Progress Meeting Minutes #009

Date: Wednesday, October 5, 2016
Job Number: TAA #1501
Place: Job Site Construction Trailer
Time: 1:30 PM – 2:30 PM
Project Substantial Completion Date: January 30, 2017
Completion Status: 68.39% completed as of Pay Application 009 (period end September 30, 2016)

Main Contacts:

Lincoln University – Sheila Gassner (SG), Michael Henderson (MH)
Parks & Recreation Department – Todd Spalding (TS), J.J. Gates (JG)
The Architects Alliance – Cary Gampher (CG), Michael Carafeno (MC), Carrie Brixey (CB)
Sircal Contracting. - Chris Hentges (CH), Jeff Wilson (JW), Adam Moats (AM), Lacy Green (LG)

Meeting Attendees: Chris Hentges, Jeff Wilson, Adam Moats, Lacy Green, Sheila Gassner, Mike Henderson, Michael Carafeno, Carrie Brixey

Distribution of Minutes: Via E-mail to all present at the meeting.

A. Review of items from Previous Meeting Minutes:

1. Additions/ Corrections to last meeting minutes: N/A
2. Unresolved Items: N/A

B. Bad Weather Days:

1. Sircal Contracting has reported thirty-two (32) bad weather days to TAA. (Thirty included in contract)
December 28, 29 & 30, 2015
January 7, 8, 9, 11, 12, 15, 18, 19, & 20, 2016
February 16, 2016
April 6, 11, 19, 20, 26, 2016
May 16, 17, 24, 2016
June 3, 2016
July 1, 6, 7, 12, 2016
August 1, 2, 29, 31, 2016
September 8, 9, 2016

C. Project Schedule:

1. Schedule not provided.
2. Jeff Wilson advised that project is on pace with schedule.

D. Project Status - Work in Progress and Projected:

1. Work in Progress:
 - Painting exposed ceilings and walls in Gymnasium
 - Drywall and mudding going up in building area C.
 - Windows and glass install ongoing.
 - Masons are cleaning brick.
 - Electrician are currently installing light pole bases.
2. Work scheduled in near future:
 - Sealed concrete flooring to begin early November.
 - Polished concrete flooring to begin early November.
 - Exterior sunshades install to begin mid November.
 - Permanent lights above wood floor to be installed early November.
 - Gym equipment install to begin late November.
 - Track surfaces install to begin late November.
 - Wood flooring will begin mid December.

E. Inspections and Testing:

1. City Inspections, Testing:
 - The City has been continuing SWPPP monitoring and inspections.
 - CMPS is inspecting soil, concrete, grout and mortar. See reports for more information.

H. Submittals:

1. Sircal waiting on the following submittals:
 - 033000-7 Precast Stair Tread Sample
 - CB reply to submittal
 - 055000-3 UltraTec Cable (under Stair 1)
 - TAA to discuss with Owners
 - 066400-2 FRP Sample
 - CB reply to submittal
 - 083313-1 Coiling Counter Doors
 - 090000-1 Column Wrap Sample
 - CB reply to submittal
 - 095113-1 Acoustical Panel Ceilings & Sample
 - CB to remind K.Evans
 - 095113-3 Acoustical Panel Cloud Edge Trim
 - CB to remind K.Evans
 - 096566-2 & 3 & 4 Sports and Resilient Athletic Flooring
 - CB to remind K.Evans
 - 097720-2 Decorative Wall Panels Sample
 - CB to remind K.Evans
 - 101423-1 Panel Signage
 - CB to set up meeting with Owners
 - 116643-1 Gymnasium Scoreboards & Color Selections
 - CB to email Todd and Sheila color selections
 - 271000-1 Inside Plant Cable & Equipment R2
 - CB to remind KAI
 - 271003-1 Outside Plant Cable & Equipment R2
 - CB to remind KAI
 - 271200-1 Communication System Identification and Labeling
 - CB to remind KAI
 - 28000-1 Rescue Assistance Revision
 - CB to remind KAI
 - Softball Field - Scoreboard
 - CB to send Sheila submittal for approval
 - Softball Field – Sod and Seeding
 - Mike Rothermich met with Sircal regarding seeding (LU to provide Black Beauty Fescue)
 - CB email SG submittal

I. Changes in the Work:

1. Request for Information (RFI):
 - RFI 050 – Site Lighting – KAI's court – due date 9/13/16
 - CB to take note of electrical poles already installed and send to KAI
 - RFI 055 – Access panels under stairwells – TAA's court – due date 10/4/16
 - RFI 056 – B&G Booster Pump – KAI's court – due date 10/9/16
2. Structural Supplementary Instructions (SSI):
 - No SSIs issued this period.
3. Architect's Supplementary Instructions (ASI):
 - ASI #011 – Electrical Relay Panel Revisions, issued 9/13/16
 - ASI #012 – Special Wallcovering Clarifications, issued 9/20/16
 - SW has not been ordered – Sircal has some questions – K.Evans will address
 - ASI #013 – Gym Scoreboard Locations, issued 9/30/16
4. Contractors Request for Proposal (**CRP**)/ Request for Proposal (**RFP**) status:
 - RFP 019 – Revised Exterior Pole Locations
 - Awaiting KAI – See RFI 050 above.
 - RFP 020 – Rough-in for Fitness Center Sound System
 - TAA resend to Sircal – Owners would like amount to install entire system, not just rough-in
 - RFP 021 – Volleyball Sleeves
 - PCO #032 submitted 10/3/16 - Approved
 - RFP 022 – Flag Pole
 - CB resend to SG – KAI provided a less expensive lighting option
 - RFP 023 – Access Panel
 - LG will revise to include stair access panels
 - RFP 024 – Moving Copper Lines and Hose Bibbs
 - PCO #035 submitted 9/29/16 - Approved
 - RFP 025 – Gypsum Board at Vestibule 154
 - Awaiting Sircal
 - RFP 026 – Ice Maker
 - Awaiting Sircal
5. Substitutions:
 - No substitutions issued this period.
6. Contract Changes Order (CO):
 - CO#008 – Change Order - Owner approved and authorized floor finish revision, Add to contract \$146,351.28
 - WA#004 – Work Authorization – Owner approved and authorized frost proof wall hydrants, rough-in for video surveillance and access control, various RFP, Deduct from Contingency (\$66.43).

J. Application for Payment:

1. Pay Application #009 – not yet submitted

K. New Business:

- Homecoming (Friday, October 8)
 - SG advised she will be giving a tour of approximately 20 people (potential donors) @ 11:30 am
 - Adam will be available to open North gate for entry

- P&R Hard Hat Tour for LU Board of Curators, City Council Members and P&R Commission
 - Wednesday, October 12 beginning at 5:30
 - Will be 4 groups of 20 arriving via Trolley from McClung Park meeting
 - Would like CH to give one tour
 - Will need TAA staff available to give tour
- Furniture bids are due this week
- Softball field will not have flagpole – will use existing flagpole at edge of football field
- Landscaping
 - P&R will be performing landscaping
 - Sircal needs to know tree locations in order to provide additional topsoil at these locations
 - SG and TS to meet to review landscaping options
 - CB to send SG and TS landscape plans from bid documents provided by CMPS
- Mock-up for casework random wood design Friday, October 8 or Monday, October 10. Sircal will notify TAA for approval.
- PIV wall (RFI #42 / PCO #27) – Owner advised by Sircal that the cost of blasting rock in this area to move the PIV into the parking lot would have been equal or more in cost as retaining wall – revised PCO #27 was Approved on site

L. Monthly Meetings:

1. Next Meeting will be Wednesday, **November**, 2016 at 1:30pm.

M. Comments and Questions:

1. GC shall request Architect to invite engineering disciplines, as needed, for the meeting agenda.

N. Safety Issues and Site Use:

1. N/A

O. Job Site Tour:

1. Work was ongoing.

P. Attachments:

1. Sign-In Sheet

End of meeting minutes.

The preceding is assumed to be a complete and correct account of the items discussed, direction given and conclusions drawn. All participants are requested to review these items and advise of any errors or omissions promptly in writing directly to Michael Carafeno and Carrie Brixey within one week of receipt or the minutes will stand as recorded.

Respectfully submitted,

**Michael Carafeno, Senior Project Manager
The Architects Alliance, Inc.**

Cc: File

End of meeting minutes.